

**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204**

**Revised July 29, 2005**

**Fire Regulations for Assembly Occupancies**

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

**Seating and Booth Arrangements:**

1. A floor plan of the lay out for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with the NFPA 101 Life Safety Code and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to ticket sales.
3. Exhibit approvals will require a final walk through by the Fire Marshal prior to event opening. Walk through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustible or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 10-pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2003 IFC, Section 1006)

**Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
  - A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
  - B. Flammable Liquids or Gas

- C. Bar B.Q. Grills
  - D. Straw, sawdust or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Helium filled balloons is not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
  - K. Hazers/Fog Machines.
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

**Cooking and Cooking Appliances:**

- 18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ -gallon deep-fat fryers are also allowed.
- 19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
- 20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the functions from being burned.

**Electrical Equipment:**

- 21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
- 22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

**Vehicles:**

- 23. The following are requirements for displaying vehicles and fuel powered engines. (2003 IFC, Section 408.2.5)
  - A. Not more than 1/4<sup>th</sup> tank or five (5) gallons, which ever is less, or a minimum amount for vehicle positioning and driving out of the exhibit hall.
  - B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
  - C. Battery cables must be disconnected from the ignition system.
  - D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
  - E. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval.
  - F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
  - G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
- 24. No vehicles shall be parked in designated fire lanes.
- 25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

**Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit:** (2003 IFC, Section 2403)

- 26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
- 27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

**Hazardous Materials:**

- 28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warnings.
- 29. All hazardous materials require Fire Marshal prior approval.
- 30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

**General Regulations:**

31. The use of all gas fired heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking for the general public is prohibited in the San Antonio Convention Facilities, Lila Cockrell Theater, Municipal Auditorium and the Alamodome. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. In accordance with the 2003 International Fire Code (Section 403.1)– "When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted."

**NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the Technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.